

## FEMA Overview of the 2010 Snowstorm

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February 19, 2010, 10:00 – 11:30 AM

### In Attendance

Name	Agency	Name	Agency
Will Blair	FEMA	Bob Furman	OMB/DFM
Jamie Turner	DEMA	Debra Lawhead	OMB/Insurance Coverage
Glenn Gillespie	DEMA	Sarah Cattie	DelDOT
Lloyd Stoebner	DEMA	Curt Cole	DelDOT
Don Knox	DEMA	Dwayne Day	DelDOT
Ed Durst	DEMA	Kathy English	DelDOT
Anne McCann	DEMA	Beverly Swiger	DelDOT
Bob Harrison	DEMA	Al Kufor, Jr.	DOE
Shirley Lee	DEMA	John Marinucci	DOE
Joe Swiski	DSHS OSEC	Jim Graybeal	DNREC
Dave Carpenter, Jr.	NCC OEM	Chris Vennard	DNREC
Mike Coupe	NCC Public Safety	Mark Callender	DSP
George Giles	City of Wilmington OEM	Gene Sharp	DSP
M. Gillespie	City of Wilmington	Rob Book	DE Electric Coop
Jim O'Donnell	City of Wilmington	Brad Ebaugh	DE Electric Coop
Susan Durham	Kent Co Levy Court	Ken Ellers	DE Electric Coop
Dallas Wingate	DNG	Alison Miller	DE Electric Coop
James Vavala	DNG	Vicky Scuse	DE Electric Coop
Richard Kosior	DNG	Kay White	DE Electric Coop
Vicki Ford	OMB	Jim Cubbage	DVFA

### Meeting Notes

**Primary Speakers:** DEMA Director Jamie Turner and FEMA Representative Will Blair

**Meeting Purpose:** To provide a preliminary FEMA briefing to State agencies, County emergency managers, Fire Service, DE National Guard, and others that incurred significant expense during the February snow storms.

This meeting addresses two reimbursement mechanisms:

1. **FEMA Snow Policy** – Will reimburse States for snow removal costs incurred when snow totals exceed record or near record snow totals. This policy is intended to support States in recovering costs associated with extraordinary snows. The reimbursement policy limits cost recovery to a 48-hour period with 75% of allowable costs. The applicant is responsible for the remaining 25% share. FEMA guidance – Collect cost data for the

entire storm period and then submits for reimbursement for the most costly 48-hour period.

2. **Major Disaster Declaration** – Delaware intends to seek a Presidential declaration for the snow period commencing Friday, February 5, at 4:00 PM through Sunday, February 14, at 8:00 AM. (The decision was made to combine both storms within one declaration.) Reimbursement under a major declaration will be at 75% of allowable expenses. The remaining 25% share is the applicant's responsibility.
- **Small Business Administration (SBA)** – Director Turner will meet separately with the county & Wilmington emergency managers to explore whether the State has sustained sufficient private commercial, residential, and agricultural damage to seek SBA assistance. No decision has been made yet about whether to pursue SBA.

#### DEMA Points of Contact for collecting data:

- Ed Durst, 302.659.2249, [Edward.Durst@state.de.us](mailto:Edward.Durst@state.de.us)
- Don Knox, 302.659.2204, [Don.Knox@state.de.us](mailto:Don.Knox@state.de.us)

#### Declaration Process & Timeline:

What Happens?	By When?
<b>DEMA:</b> Forward to all Agencies – <ul style="list-style-type: none"> <li>• Meeting notes</li> <li>• FEMA vehicle rates</li> </ul>	February 22, 2010
<b>All Agencies:</b> <ol style="list-style-type: none"> <li>1. Collect estimates of storm-related expenses and supporting source documentation</li> <li>2. Complete and return to DEMA your compilation of damages and cost estimates</li> </ol>	March 5, 2010 <i>at the latest</i>
<b>DEMA:</b> Compile Agency estimates and prepare request for Presidential declaration	March 11, 2010
<b>Governor:</b> Sign request for Presidential declaration	March 12, 2010
<b>DEMA:</b> Deliver request for Presidential declaration to FEMA Region III (in Philadelphia)	March 12, 2010 (must be submitted within 30 days of February 14)
<b>FEMA Region III:</b> Review Delaware submission and forward to FEMA Headquarters	March 17, 2010
<b>FEMA ⇒ DHS ⇒ OMB ⇒ White House:</b> Federal review process occurs; recommendation is made to the President; President signs declaration	Typically, a 30-60 day timeframe

#### Key Points

- We are going for two different reimbursement streams (1) FEMA Snow Policy, and 2) Major Disaster Declaration under Stafford Act) and each has its own requirements and limitations. Will Blair has been assigned by FEMA to assist Delaware in compiling the

data and documentation needed to support our submissions. Director Turner reminded everyone that Will is required to enforce FEMA's regulations and policies as they're written.

Comments from Will Blair
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| <ul style="list-style-type: none"><li>• DEMA/FEMA believes we have a “snow of record” and that the dollar amounts may qualify for a major declaration.</li><li>• Policy limitations of the snow policy – can only reimburse the costs associated with snow removal (including plowing, salting, deicing, etc.) for a time period of up to 48 hours.</li><li>• Track all costs. Some may be disallowed, but you’ll be better able to document expenditures if you capture the source documentation now. FEMA teams will be deployed to verify all costs. FEMA will also want to look at payroll, overtime, and compensatory time policies that were in place prior to the start of the storms to ensure that payroll was managed in compliance with existing agency policy.</li><li>• We’re trying to help you collect all the needed documentation now so that the process goes more quickly in the event we receive a declaration.</li><li>• The declaration process may take a few months from start to finish, so we may not be processing reimbursements until the late spring/summer of 2010 time frame.</li></ul> |
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## FAQs

1. What information is needed to support the request for a Presidential declaration?

By March 5, or earlier, provide cost estimates to DEMA of your allowable costs associated with response to the snowstorms.

2. What are allowable costs?

Eligible applicants will need to capture all overtime payroll costs (including any additional cost for fringe benefits), equipment costs, materials costs, supplies costs, and contractor costs.

For reimbursement under the snow removal policy, costs will be reimbursed subject to the 48-hour period.

For reimbursement under the major disaster declaration, costs will be reimbursed for eligible expenses throughout the storm period (beginning Feb 5 at 4 PM through Feb 14 at 8 AM). FEMA can look at reimbursement of eligible expenses beyond the stated end of the storm period on a case-by-case basis.

For a major disaster declaration, eligible applicants should capture costs associated with:

- Debris removal (downed trees, etc. – but not snow removal)
- Emergency work/life safety measures (EOC operations, National Guard operations, search and rescue operations, shelter operations, evacuation operations, etc.)
- Damage to roads (including damaged curbs, signs down, etc.), buildings, equipment, etc., including roof collapses
- Snow removal costs that occurred over the entire period (Feb 5-14) associated with 1) support of specific emergency management missions (such as opening roads for ambulances, fire trucks, and dialysis patient transport), 2) support of utilities crews repairing power outages, and 3) clearing snow from school property
- Lodging expenses incurred for housing emergency workers
- Materials and supplies costs

3. What thresholds do the State and counties have to meet to receive a major declaration?

The current statewide impact indicator is \$1.29 per capita, and the countywide impact indicator is \$3.23 per capita, for incidents occurring in FY 2010 (Based on 2000 census data).

For the State of Delaware – \$1,010,844

For New Castle County – \$1,615,856

For Kent County – \$409,231

For Sussex County – \$505,940

4. Do the thresholds apply to both the Snow Policy and the Major Declaration?

Yes.

5. Who can apply for reimbursement?

Reimbursement through these avenues applies to State agencies, other government agencies, and certain private non-profit organizations.

Note: Homeowners' Associations who contract for snow removal are not eligible applicants; however DelDOT can request reimbursement for the fund amounts they pay out to reimburse homeowners' associations for snow removal services within the 48-hour period, provided they have a pre-existing agreement with DelDOT. Specially incorporated areas are considered municipalities and, as such, are eligible applicants. Charter schools and private non-profit schools (even those with religious affiliations) are eligible applicants.

6. Will agencies who did not attend the meeting today have an opportunity to submit their costs?

Yes. If we receive the federal declaration, DEMA will hold Applicants' Briefings to advise all parties who could be eligible applicants on the reimbursement process.

7. What data needs to be captured?

Applicants should be aware that FEMA will spot-audit records and the Agency will need to validate claimed expenses back to source documentation. Source documentation includes timesheets and payroll records, equipment logs, invoices for materials and supplies, and documentation of contractor costs such as procurement documents, etc.

State agencies should assign "program codes" to designate storm-related time, and should be prepared to produce timesheets, requests for overtime, and payroll records in support of employee overtime cost reimbursement. State agencies will have to amend records if payroll has already been processed, as FEMA will need to be able to pull up reports by program code to provide needed documentation once we get a declaration.

8. Is there a specific format for providing the information?

No, although FEMA usually requires labor to be matched up with the equipment.

9. How should data be collated?

- Data should be compiled on a county by county basis to help meet the county thresholds.
- DeIDOT should compile data by its four Districts.
- Fire companies should submit their data through the counties to help meet county thresholds.
- DOE will collect the information from the local school districts.

10. How do we figure the "best" 48-hour period? Does it have to be the best period State-wide or can each county determine its "best" 48-hour period (since it will vary on a county by county basis, as the first storm was heavier in the south and the second storm was heavier in the north)?

Each applicant can identify the peak cost 48-hour period, based on their expenses. State-wide agencies, such as DeIDOT and DSP, may identify separate 48-hour periods by county.

11. Are there restrictions on how many work hours can be claimed per day?

No, as long as the hours being claimed are reasonable, with the exception that FEMA won't reimburse for downtime (rest periods, meal time, etc.). FEMA may reimburse for all legitimate overtime hours worked per day.

12. Should we track all hours worked, or just overtime hours worked?

For emergency work, only overtime hours can be reimbursed.

For permanent work, all time is reimbursable.

Emergency work is categorized as debris removal and emergency protective measures.

**Category A: Debris Removal:** The clearance of trees and woody debris, building wreckage, damaged building contents, sand, mud, silt, and gravel. It also includes vehicles and other types of debris deposited on public property after a disaster. It does not include snow removal.

**Category B: Emergency Protective Measures:** Actions taken before, during, and after a disaster to eliminate or reduce the immediate threat to life, public health, or safety, or actions taken to eliminate an immediate threat of significant damage to improved public and private property.

Permanent repair work is broken down in to the following categories:

**Category C: Roads and Bridges:** The repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.

**Category D: Water Control Facilities:** The repair of damage to drainage channels, pumping facilities, and certain types of irrigation facilities.

**Category E: Buildings and Equipment:** The repair or replacement of buildings, including their contents and systems, equipment, and vehicles.

**Category F: Utilities:** The repair of water treatment and delivery systems, power generation facilities, and communications.

**Category G: Parks, Recreational Facilities, and Other Facilities:** Repair and restoration of parks, playgrounds, mass transit facilities, and all other eligible facilities that do not fit into any of the above categories.

13. Should we track volunteer hours worked?

Yes. Although these hours are not reimbursable by FEMA (because you didn't actually pay anyone), volunteer hours will be assigned an hourly "volunteer rate" based on the duties performed, which can be used to offset part of the applicant's 25% cost-share.

Volunteer hours can only be reported when actually deployed. “Rest” hours cannot be reported. FEMA has recommended that agencies that will potentially be claiming volunteer hours find an average cost for labor in their area, and use that as a basis. FEMA also recommended that volunteer firefighters utilize an average pay rate for local paid departments to determine an estimated volunteer rate. As long as the cost is reasonable, then it will be considered.

14. Department of Corrections utilized prisoners to remove snow from major roads. Can prisoner work hours be considered volunteer hours?

These costs should be collected and presented to FEMA for a decision on a case by case basis. The prison must verify whether the work was “voluntary” or if there was monetary compensation to the prisoners for any work they performed.

15. What hours can be tracked related to restoration of electrical service?

For restoration of power lines that are “permanent work” and not temporary fixes, utilities can

- claim actual costs
- include mutual aid from other jurisdictions
- be outside of the 48-hour window (claim all time)
- include time for surge staffing in call center to answer additional calls related to the snow storms

16. How should DSP track their costs?

DSP should track all costs within the 48-hour snow period, and track only snow-related missions outside of the 48-hour snow period but within the storm timeframe (Feb 5, 4 PM through Feb 14, 8 AM).

17. Will FEMA reimburse for replenishment of materials/supplies used?

As a rule, FEMA will not reimburse for replenishments of materials/supplies used. FEMA will reimburse for the original purchase of materials/supplies used to respond during the snowstorms, and will reimburse for replenished materials/supplies only if those materials were also used in response to the snowstorms. Agencies will need to provide source documentation for the original purchase; for example, if salt was purchased in July 2009 and used in response to the February 2010 snowstorms, the source documentation (purchase orders, etc.) for the July 2009 purchase would need to be provided, if requested.

18. How should we categorize equipment?

FEMA will assign equipment rates based on size of truck, type of equipment, equipment specifications, etc. Rate information is available at the following link:

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

19. What documentation should be provided for leased vehicles?

Track mileage and list the driver for each mission.

20. What about damage to buildings and vehicles?

FEMA can look at reimbursing for damages to buildings and vehicles, but will have to look at insurance payments in conjunction with any claims.

21. Will FEMA reimburse for food spoilage due to schools being closed for an extended period?

DOE should collect and submit the information. FEMA can look at it.

## Other Notes

- The State Insurance Office has received damage information related to 6 structures (2 schools – roof collapse in Seaford and water damage at Sussex VoTech; 3 DNREC facilities, and 1 report from the Fire Marshall). Additionally, Jim Cubbage reported that 2 fire stations sustained minor damage and 1 fire station sustained major damage from a roof collapse.
- American Red Cross has already contacted the schools and facilities that were used as shelter sites to collect required information from them (William Penn HS, Dover HS, Milford MS, Sussex Central HS, Cape Henlopen HS, Odessa Fire Hall).
- Director Turner indicated that DEMA will post forms and related materials on DEMA's Web site, but will not post any figures or contact information.
- Director Turner announced that joint FEMA/DEMA preliminary damage assessments would commence if sufficient data on infrastructure damage is received and is warranted.